

FONTBONNE UNIVERSITY

Department of Residential Life

On Campus Interim/Summer Housing Application Contract (Please Print)

Date Received _____

Standing # _____

Deposit Received _____

Last Name, First Name

ID#

Permanent Home Address

City, State Zip Code

Email

Cell

Parent's Name

Parent's Email

Home Phone

Classification: Freshman Sophomore Junior Senior Graduate

Gender: Female Male

Date of Birth and Age _____ An applicant must be 18 years old by December 1 to be eligible to live in university sponsored housing for the fall semester; or be 18 years old by May 1 to be eligible for the spring semester. A parent's signature is required for any student under 18 years old.

<input type="checkbox"/> New Resident	<input type="checkbox"/> Current Resident
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Undergraduate
<input type="checkbox"/> Graduate	<input type="checkbox"/> Graduate

CURRENT RESIDENTS: Please give your current assignment. Bldg. Room

Interim and summer housing contract begins when the residence halls close to non-graduating students at the end of the spring semester and remains in effect until the Full Academic Year contract begins for the new academic year. **A current resident does not need to submit an additional housing security deposit.**

NEW RESIDENTS: Summer Occupancy begins one day prior to the start of summer school and ends on August 15 if a Full Academic Year Application Contract is on file in the Department of Residential Life for the new academic year; Interim / Summer contract ends on August 1 if no Full Academic Year contract is on file. Availability is limited. Application is for available space, not a specific room or apartment. If your summer and fall assignment are NOT the same, you may be required to move by August 1.

There will be no adjustments made to the monthly rent for early move out.

Southwest Hall Rent \$355/month Apt./Room Request _____

Roommate

Preferences 1. 2. 3.

Do you smoke? No Yes

Do you mind if your roommate smokes? No Yes

Are you an early riser? No Yes

Do you go to bed early? No Yes

Do you listen to music while studying? No Yes

I prefer roommates who do not drink alcoholic beverages No Yes

Would you like to live with someone in your area of study? No Yes

Major: _____

Please write something about yourself that will help the Department of Residential Life in identifying roommates. Describe likes, dislikes, hobbies, interests, cleaning habits, etc. (If additional room is needed, please attach a separate piece of paper. _____

New applicants: Please complete and submit this housing application contract to Fontbonne University, Department of Residential Life's email, residentiallife@fontbonne.edu. The \$200.00 HOUSING SECURITY DEPOSIT can be paid at a secure site [ONLINE](#) with a credit card. When the Department of Residential Life receives the completed summer housing application and the security deposit, the student is given an available housing assignment. Future correspondence will come from the Department of Residential Life by email. This application contract must be signed to be valid. By signing this application contract the student agrees to occupy the space provided by the University for the designated term.

For office use only Assignment: Southwest Hall, Apartment # _____ Bedroom _____ Mailbox _____

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Dismissals, Suspensions, or Felony/Misdemeanor Information

- Have you ever been convicted of or pled guilty to a crime including, but not limited to, a felony or misdemeanor, or are any criminal charges now pending against you? ___ No ___ Yes
If yes, please specify the nature and circumstances of the offense including the date it occurred, the name and location of the court, and sentence imposed on a separate piece of paper. Applicants who have been convicted of or plead guilty to a misdemeanor or felony may be required to go through an interview process and background check before being admitted to a Residence Hall. Associate Vice President for Student Affairs will make all final decisions regarding admission to the Residence Hall and may impose conditions on the student's housing.
- Have you ever been suspended or dismissed from any school, university or college? ___ No ___ Yes
- Have you ever been suspended, dismissed or otherwise required to leave campus housing? ___ No ___ Yes
- Are you currently involved in or are you the subject of any disciplinary investigation by any school, university or college that could result in suspension or dismissal from the institution or from campus housing? ___ No ___ Yes
If your answer to one or more of the questions above is "yes," then for each such suspension, dismissal or pending investigation, please describe: the nature of the situation, including the events leading to the suspension, dismissal or pending investigation; the name of the institution at which the situation occurred or at which an investigation is currently pending; and the date of the suspension, dismissal or pending investigation. Applicants who have been suspended or dismissed from an institution, required to leave campus housing, or who are currently involved in or are the subject of a disciplinary investigation, may be required to participate in an interview process and consent to a disciplinary record check before being admitted to a Residence Hall. The Associate V.P. for Student Affairs will make all final decisions regarding admission to a Residence Hall and may impose conditions on the student's housing admission.

ADA If a student requests accommodations in the residence halls under the American Disability Act, the student has an obligation to inform the Department of Residential Life of the nature of his/her disability and the need for accommodation in a timely manner. The student has an obligation to provide appropriate and verifiable documentation of the disability.

Eligibility

There are limited spaces available for summer housing. Preference will be given in the order listed.

To be eligible for summer housing, a student must carry a minimum of 3 credit hours plus meet at least one of the criteria listed below. Highest priority is given to out of town students and those taking 6 hours of summer classes. Classes may be either taken at Fontbonne University or an approved educational institution. Exceptions are at the discretion of the Department of Residential Life.

I am a student that is (Please check all applicable criteria):

- Twenty-five years or older
- An International student, new to the University and anticipates living in the residence hall for the upcoming fall semester.
- An International student and has had one semester of successful living experience in a Fontbonne University residence hall, and has signed a renewal contract to live in the residence halls for the upcoming fall semester.
- Under the age of twenty-five and has:
 - A) A job related necessity **and**
 - B) Has had one successful year of living experience in a Fontbonne University residence hall and has signed a renewal contract to live in the residence halls for the upcoming fall semester.
 - C) New to the residence halls and has signed an application contract to live in the residence halls for the upcoming fall semester.
- Attending summer school to finish degree and is not returning to the residence hall for fall semester because of graduation. (Must vacate room no later than one week after the completion of summer courses)

New Student: Summer Occupancy begins one day prior to the start of summer school and ends on August 15 if a Full Academic Year Application Contract is on file in the Department of Residential Life for the new academic year; **Interim / Summer contract ends on August 1 if no Full Academic Year contract is on file.**

Current Student: Interim and summer housing contract begins when the residence halls close to non-graduating students at the end of the spring semester and remains in effect until the Full Academic Year contract begins for the new academic year. Do not pay another housing deposit.

If a fall renewal contract is not on file in the Department of Residential Life, the student must vacate the premises by August 1.

Financial penalties will be charged for failure to move out of the premises at the end of the contractual period. Assessed charges include a \$500.00 late fee plus a daily charge of \$50.00. These charges will be assessed until the apartment is vacated and keys are returned to the Department of Residential Life.

Summer Class Schedule

Students must provide an official copy of the summer class schedule with dates from the university or college they are attending.

<u>COURSE NAME</u>	<u>DATE CLASS BEGINS & ENDS</u>	<u>Name of INSTITUTION</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

FONTBONNE UNIVERSITY On-Campus Interim/Summer Housing Application Contract

Application Contract Terms and Conditions This application contract is entered into between Fontbonne University and the undersigned student for the Interim and summer session. This application contract is not transferable or assignable by the undersigned student. The student must meet eligibility statement as defined in the Interim / Summer Housing Application Contract to qualify for on-campus sponsored housing. Exceptions may be made at the discretion of the Department of Residential Life. A new Interim / Summer Housing application contract will be signed each summer session. Application contracts are not terminated if desired space is unavailable. **Separate housing application contract must be made each academic year (fall and spring semester).**

The University agrees under the terms of this application contract to provide a “one person” space in a four bedroom apartment. The student agrees to pay the rent in accordance with the schedule of fees, which has been published for the current year. The University reserves the right to increase rates for room, and other service options at any time(s) during the term of this application contract upon giving 45 days written notice to the student. All university sponsored facilities are tobacco-free environments. The University reserves the right to deny a resident housing during such breaks as Memorial Day, Fourth of July or any other break as designated by the University, or any other break as designated by the University, if the student poses a problem to the interest of safety, order, health, discipline, environment or general well-being of others members in the residential community.

1. The student shall be responsible for payment of the full amount of the charges for the entire contractual period, unless the student cancels by the appropriate deadline and meets contractual guidelines for release as defined in item 10 of application contract. Failure to occupy an assigned room or submit the appropriate Residential Contract Release Request form to the Department of Residential Life after the application contract is in force does not constitute cancellation of this application contract. When a reservation has been made and an application contract signed for an upcoming summer session, cancellations can be made before the specified deadlines with no penalty if contractual guidelines are met, except for first time applicants. **Cancellations after June 1 for the fall semester and/or after December 1 for the spring semester will result in forfeiture of the housing security deposit for all applicants.** Student only attending the interim/summer session at the University will receive a full security deposit refund if financial obligations and room check out procedures are completed for the university.
2. The student agrees to pay the one time housing security deposit. The housing security deposit may be refundable when the student moves out of the apartment less any damages, fines and outstanding financial obligations to the University. The housing security deposit may be carried forward to a residential hall application contract lease agreement for the following summer session or academic year.
3. The student agrees to pay the University beginning in May, June, July, August if fall semester housing contract is in the Residential Life office. Payments will be in monthly installments in advance of or on the first day of the month. Payments should be made directly to the Fontbonne University Business Office. If there is no fall contract on file, the contract ends on July 31st and student must vacate the apartment.
4. Housing Assignment: No assignment will be made until a completed and signed application/contract, and the current housing security deposit are received by the Department of Residential Life. **Reasonable consideration will be given to the student's preferences for building, room, and roommate(s).** However, the application contract is for space in University housing and not for a particular building, floor, room, or roommate. The student's failure to claim his/her room may result in reassignment of the student's room, or may relieve the University of its obligation to provide a room for the student in University housing. The student must claim his/her assigned room before 5:00 p.m. on the first day of classes for any given semester and or session. The student claims his/her room by checking into the room in person, or by notifying the Department of Residential Life that his/her arrival will be delayed. The student's failure to claim his/her assigned room could result in reassignment.
5. The University reserves the right to make apartment assignments. If a student is on the apartment wait list, he/she will be assigned as space becomes available. All apartments will house four (4) occupants.
6. Consolidation may occur until June 9 during the summer session. A consolidating student agrees to accept a roommate or to move to another room, as determined by the University. All consolidation moves occur on the same floor.
7. The University agrees to furnish each room/apartment with basic furniture, generally desk, chair, bed, mattress, and drawer space, and where applicable, living room and kitchen furnishings. Students are responsible for keeping their room/apartment, furnishings, and fixtures clean and in good condition. The student agrees to submit a complete inventory form indicating the condition of the room/apartment, its fixtures and furnishings to the Department of Residential Life within three (3) days after check-in. Failure to submit this form within the time specified shall constitute conclusive proof of acceptance by the student of the room/apartment and its fixtures and furnishings as being in good condition. Upon check-out, the student will pay for missing furniture, and / or repair of any damages beyond normal wear and tear, to restore the room/apartment and/or furnishings to the condition noted on the inventory form. Unless it can be otherwise conclusively determined, all students assigned to a room/apartment will be responsible for an equal share of liability.
8. The University agrees to provide each building with the basic utilities consisting of heat, cooling, hot and cold water, electricity, telephone services, cable television, and wireless internet access. Temporary interruption of such services shall not constitute grounds for cancellation of the application contract or a partial refund of the room charges.
9. The current housing security deposit will be refunded to the student for the following reasons:
 - a. Upon completion of the application contract term (subject to the provisions of this application contract).
 - b. The University is unable to assign a room to a student due to lack of space.
 - c. Student is not admitted to the University and/or academic program during any term of the application contract agreement, provided the student notifies the Department of Residential Life in writing of their non-acceptance by the University program within seven (7) days of the date their notice of non-acceptance was received.
 - d. Official withdrawal from the University
 - e. The University, in its sole discretion, determines to release the student from his or her obligations under the application contract (described below).
10. The student may be released, in the University's sole discretion, from the housing application contract during the summer session (contractual period) for the following reasons:
 - a. Medical/Psychological
 - b. Marriage
 - c. Internship/Practicum
 - d. Study Abroad/Exchange Student
 - e. Military Service
 - f. Financial
 - g. Withdrawal/Transferring
 - h. Graduation
 - i. Completion of Course Work

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Please note: A Residential Contract Release Request Form must be submitted, including all required documents. It is solely the responsibility of the Student to provide written notification directly to the Department of Residential Life. Notices submitted to university offices other than the Department of Residential Life will not be recognized as meeting the established guidelines. If released, the student will be charged for housing until the date s/he actually checks out, or the date the release is approved, whichever is the latter. **There is a \$200.00 US cancellation fee.** All students released from the contract regardless of the reason, must check out of the hall following the procedure in the Student Handbook. Students moving out of housing without an approved Residential Contract Release form will be billed for the entire spring semester, room and board.

11. The University reserves the right to cancel the application contract if the University determines, in its sole discretion, that the continued residency of the student poses a problem to the interest of safety, order, health, discipline, environment or general well-being of other members of the residential community.
12. Official withdrawal from a residence hall during the summer session will result in no refund of the university housing rent. The housing security deposit may be refunded less any outstanding financial obligations to the University.
13. Students must follow the prescribed checkout procedures below. Failure to fully complete this checkout procedure by the published time deadline will result in forfeiture of the housing security deposit and late checkout fines being imposed.
 - a. Make an appointment in advance with Residential Life staff to ensure that a staff member will be present when the student is ready to leave. This is the student's responsibility.
 - b. Clean the room. The student is responsible for leaving his/her room in a clean condition. Failure to do so will result in a cleaning charge being assessed.
 - c. Have the room inspected by a Residential Life staff member.
 - d. Turn in the room and entrance door keys to the inspecting staff member.
 - e. Sign the room condition form.
 - f. **Personal belongings left in the residence halls after the completion of the contract period will be considered abandoned and will be disposed of by Fontbonne University. A disposal charge may be assessed by the Department of Residential Life to the student's account.**
14. The student agrees to not keep any domestic or wild pet or animal in, on or about the leased premises. Violation of this provision shall be deemed to be a material violation and may result in the termination of tenancy.
15. The student accepts responsibility, and is held liable for, the conditions of accommodations assigned and shall reimburse the University for all damages done within or to said accommodations.
16. **COMMON AREA DAMAGE:** At the end of the summer session, each student will be assessed for unclaimed vandalism that occurs on his/her floor. The repair or replacement cost of the vandalism will be divided among each student living on the floor. If vandalism occurs in a common lounge area, all students residing in that hall will be assessed a portion of the repair or replacement cost. To avoid having to pay this cost at the end of the semester, students need to take pride in the appearance of his/her floor and develop a watchful eye. Reports of vandalism should be made promptly to the Department of Residential Life.
17. The student agrees to abide by the Code of Student Character & Conduct and Regulations for University Sponsored Housing which are accessible through the University's web site.
18. The University reserves the right to designate a representative to enter a residence hall room/apartment for purposes including, but not limited to: maintenance; health and safety inspections; to ensure personal health, safety and security of hall students; or to enforce residence hall rules when there is reasonable cause to believe that rules are being violated. An attempt will be made to notify the student in advance of all inspections except routine maintenance. Students are advised that, as a routine procedure, student rooms are entered over vacation periods for maintenance, safety and health inspection(s).
19. For the University's tobacco policy, please refer to the /student Character & Conduct and Regulations for University Sponsored Housing. These are accessible through the institution's web site.
20. The student will not allow off-campus guest(s) or family member(s) to stay overnight in the student room beyond the designated time period listed in University policies. Minors are not allowed to stay overnight without permission from the Department of Residential Life. The student accepts full responsibility for the conduct of his/her guests.
21. Students, who engage in disruptive behavior, including but not limited to excessive noise and interfering with another student's ability to sleep, study or live will be subject to disciplinary actions including dismissal from residence halls. In addition to other discipline, students may be required to remove stereos and other musical instruments or equipment that causes the disruptive noise.
22. The University accepts no responsibility for losses of or damages to student's property. The student is responsible for acquiring or extending family insurance to cover their personal belongings if such coverage is desired.
23. The student agrees not to loan out his/her entrance card or to have his/her room key copied. The student found with illegal keys or cards will be fined one hundred dollars (\$100.00 US) and the cost of a lock change. The student agrees to practice responsible safety procedures. The student agrees not to prop exterior entrance doors open and any student caught doing so will be assessed a one hundred dollar (\$100.00 US) fine. The student will be assessed a one hundred dollar (\$100.00 US) fine if his or her room key and/or entrance card are loaned out. Student will be assessed a cost of a lock change if a room key is lost and a \$30 fine for lost building entrance key.
24. The student must be registered as a full-time graduate or undergraduate, as defined in the University catalog, to qualify for university sponsored housing. Exceptions may be made at the discretion of the Department of Residential Life.

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Should any clause or portion of this application contract be held invalid, the other portions will be considered in force.

Acceptance by Resident Student: This housing application contract must be signed to be valid. By signing this housing application & contract, I agree to occupy the accommodations provided by the University for the designated term. I certify that I have given true and complete information in response to each question and category of information requested on this housing application contract. I understand that if Fontbonne University ever finds that I have falsified or omitted any information in my responses, it may result in disciplinary action, including but not limited to suspension or dismissal from campus housing.

Print Full Name

Signature

Date

Fontbonne University does not discriminate on the basis of race, color, religion, age, gender, gender orientation, national or ethnic origin, or disability in the administration of its educational, admission, and housing policies; scholarship and loan programs; and athletic or other school programs.

There is no food service available on campus during the summer.

A current resident does not need to submit an additional housing security deposit.

Each suite in Southwest Hall houses four residents and is designed with a kitchen, living room, four single bedrooms, and a full bath and storage closet. Furnishings in Southwest include window treatments, couch, chairs, lamps, end tables, and bar stools. Each resident's room includes a twin bed with mattress and storage, dresser, desk, chair and closet. All Southwest apartments are carpeted. No furniture may be removed from a residence hall room.

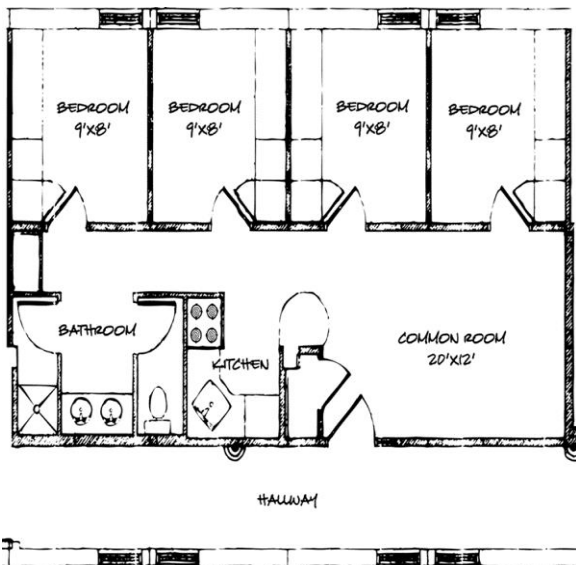
Things that are not furnished but are suggested as items to bring:

- Broom & Dustpan
- Towels & Wash clothes
- Alarm Clock
- Iron/ ironing board
- Lamps, Posters
- Tray/Bucket for Toiletries
- Glasses, Cups, Plates, Flatware Personal pictures
- Bed spread, Sheets, Pillow & Pillowcases
- Laundry Bag or Baskets, laundry detergent
- Lock Box for Valuables, First Aid kit
- Waste Basket, Throw rugs
- Fan
- Any items that will make the room seem more like home
- Shower curtain & Bath mat to be shared with apartment mates

Please limit your wardrobe. There is no additional storage available.

Mail should be addressed as follows:

Your Name
Fontbonne University
6800 Wydown Blvd., Campus Box #
St. Louis, MO 63105



- Personal computers are required to have an 802.11 wireless card to access the internet in the residence halls and around campus. 24/7 Computer access in computer room on 3rd floor.
- Cable is provided in the residence hall.
- Free washers and dryers are available on floor
- Vending machines are available on the main floor of Medaille.
- The student mailboxes are located on the main floor of Medaille Hall.

Email residentiallife@fontbonne.edu Phone (314)889-1411